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ABSTRACT

Supporting performance objective 64 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on placing postage on metered reply mail using a postage meter are included in this packet. (The packet is the sixth in a set of eight on performing mail activities--CE 016 912-919.) The student materials include information on placing prepaid postage on metered reply mail, a postage rating chart, a student self-test (with an answer key), and a check-out activity. The instructor's manual includes directions for administering the packet's activity, samples of addressed envelopes (with indicated weights) for duplication, an answer sheet blank, and an answer key. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155406

PLACE POSTAGE ON METERED REPLY MAIL USING POSTAGE METER

STUDENT'S MANUAL

Prepared by

Nancy Bostian

These materials support
Performance Objective 64 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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PLACE POSTAGE ON METERED REPLY MAIL

INTRODUCTION

At times a firm may wish to prepay reply postage on letters and postcards. Certain conditions must be met. For example, the envelope must have the words:

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY

and the address specially printed. This information cannot be handwritten, typewritten, or hand-stamped. Other conditions are specified on page 3.

Do not confuse metered reply mail with Business Reply Service which requires this identification:

BUSINESS REPLY MAIL
No Postage Stamp Necessary if Mailed in the United States
Postage Will Be Paid By

INSTRUCTIONS

Read the objective stated below. If you can perform this task, complete the Check-Out Activity.

Or

If you need practice, determine whether the two illustrations on the Student Self-Test are correct and the amount of postage necessary for the correct pieces.

OBJECTIVE

Given 10 pieces of metered reply mail and a postal scale, compute the correct amount of postage. Performance must be in accordance with postal regulations.

LEARNING RESOURCES

1 READ Instruction Sheet I, PLACE POSTAGE ON METERED REPLY MAIL.

2 REVIEW postage rating chart.

3 COMPLETE Student Self-Test I.

4 CHECKPOINT – Complete Check-Out Activity.

INSTRUCTION SHEET I

PLACE POSTAGE ON METERED REPLY MAIL

Meter stamps may be used to prepay reply postage on letters and postcards under the following conditions:

A. Meter stamps must be printed directly on the envelope or card that bears the return address of the meter license holder in an amount sufficient to prepay in full the first-class or airmail rate.

B. Any photographic, mechanical, or electronic process, or any combination of such processes may be used. These envelopes cannot be prepared by handwriting, typewriting, or handstamping the address side of reply mail prepaid by meter stamps. The address side must be prepared both as to style and content in the following form without the addition of any matter other than a return address:

(Meter stamp to be placed here)

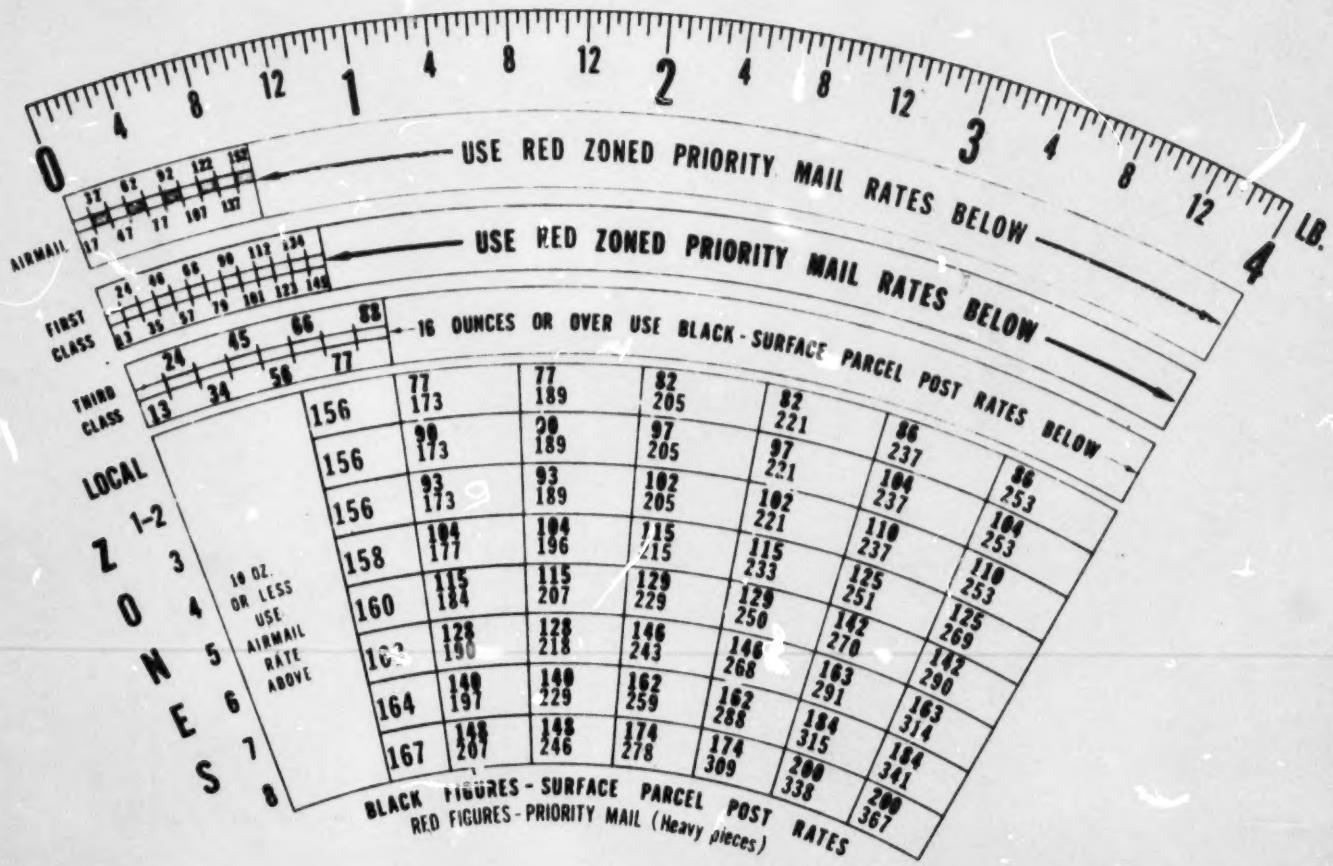
NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY

John Doe Company
123 Tremont Street
New York, NY 10010

C. Reply mail prepaid by meter stamps will be delivered only to the address of the meter license holder. If the address is altered, the mail will be held for postage.

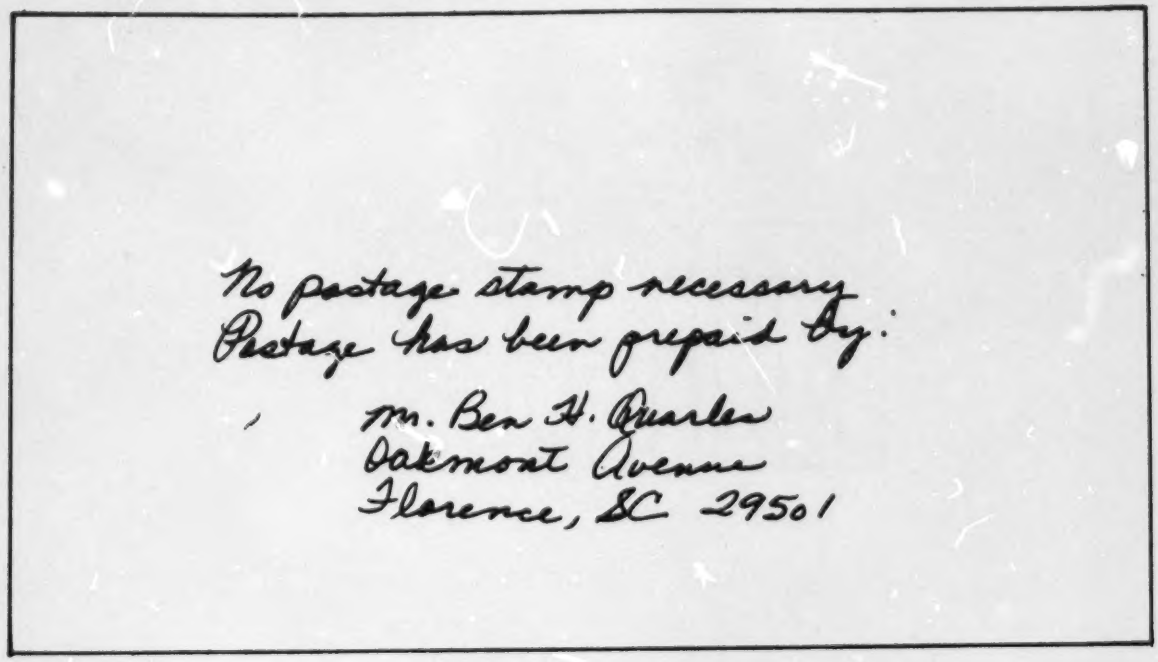
D. The date is omitted when reply mail is prepared. The post office stamps the date when the mail is returned.

POSTAGE RATING CHART

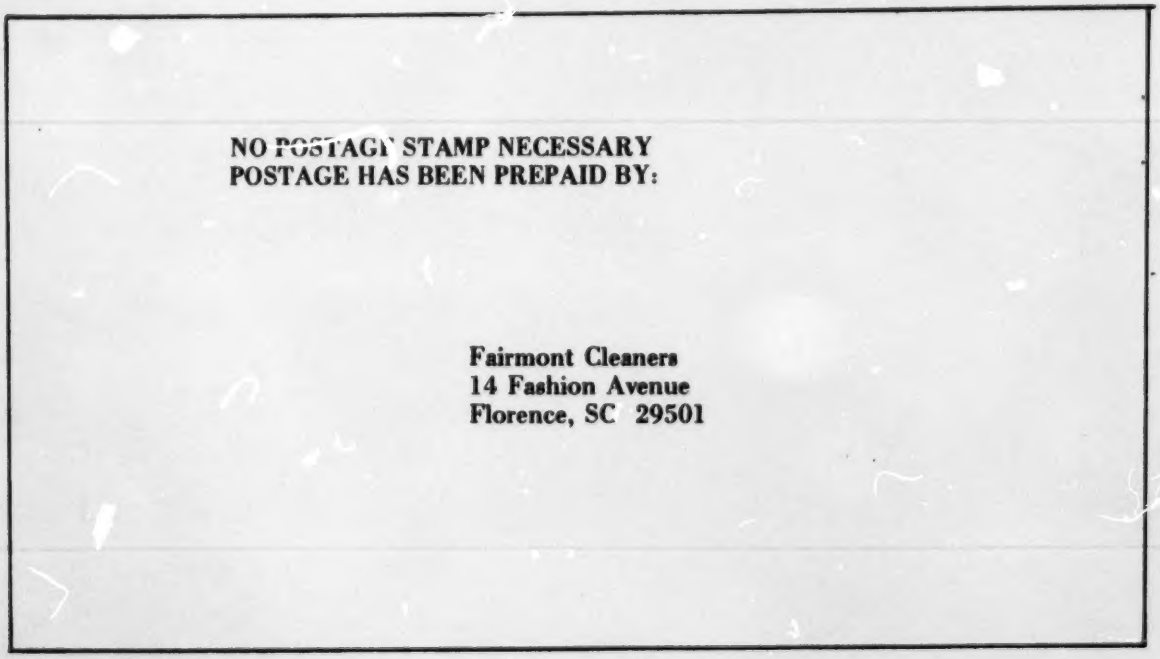


STUDENT SELF-TEST I

Determine if the two illustrations are correct and the amount of postage necessary for the correct piece(s). Check your answers with the key at the back of this manual.



(1) 1 ounce (28g)



(2) 1¼ ounce (35g)

CHECK-OUT ACTIVITY

1. Obtain the necessary materials from your instructor.
2. Determine whether or not the address format meets postal regulations.
3. Using the chart, determine the amount of postage for correct items.
4. Fill in the answer sheet with postage for correct items and write the word "incorrect" if address format does not meet postal regulations.
5. Keep in mind that:
   a. The address side of the reply item must be printed with photographic, mechanical, or electronic process.
   b. The address must conform to the style and content as set forth in the postal regulations. (See format on page 3.)
   c. Prepaid reply mail will be delivered only to the address of meter license holder.

STUDENT SELF-TEST

ANSWER KEY

(1) Incorrect, handwritten – not imprinted correctly

(2) Postage – 24 cents

PLACE POSTAGE ON METERED REPLY MAIL USING POSTAGE METER

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INSTRUCTOR'S MANUAL

PLACE POSTAGE ON METERED REPLY MAIL

DIRECTIONS

Any envelopes that contain the handwritten words "No Postage Stamp Necessary; Postage Has Been Prepaid By" and handwritten address are incorrect and postage should not be determined for incorrect items. An answer sheet is provided. Please duplicate enough copies for each class member.

Miss Carol Deans
37 North Third Street
New York City, NY 10000

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY:

Davis Office Supply
1012 Fortune Street
Florence, SC 29501

1. 1¼ ounces (35g)

Mr. Rudolph Craig
295 Lexington Avenue
Winchester, KY 40391

No Postage Stamp Necessary
Postage has been Prepaid by:
Davis Office Supply
1012 Fortune Street
Florence, SC 29501

2. 2½ ounces (70g)

Health Care Facility
600 Frederick Drive
Staunton, VA 24401

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY:

Davis Office Supply
1012 Fortune Street
Florence, SC 29501

3. 1½ ounces (42g)

Greenwood Company
40 Industrial Park
Cheraw, SC 29590

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY:

Davis Office Supply
1012 Fortune Street
Florence, SC 29501

4. ½ ounce (14g)

Griffin Photographers
35 Scenic View Drive
Akron, OH 44321

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY:

Davis Office Supply
1012 Fortune Street
Florence, SC 29501

5. 3¼ ounces (91g)

Dr. Philip O. Pierson
941 West Terrace
Cincinnati, OH 45230

No postage stamp necessary
Postage has been prepaid by:
Davis Office Supply
1012 Fortune Street
Florence, SC 29501

6. 1¼ ounces (35g)

Your High School
126 Howe Springs Road
Florence, SC 29501

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY:

Davis Office Supply
1012 Fortune Street
Florence, SC 29501

7. 1 3/4 ounces (49g)

Your High School
126 Howe Springs Road
Florence, SC 29501

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY:

Davis Office Supply
1012 Fortune Street
Florence, SC 29501

8. 3/4 ounce (21g)

Your High School
126 Howe Springs Road
Any Town, SC 29501

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY:

Davis Office Supply
1012 Fortune Street
Florence, SC 29501

9. 1 1/8 ounces (31.5g)

Your High School
126 Howe Springs Road
Any Town, SC 29501

No postage stamp necessary
Postage has been prepaid by:

Davis Office Supply
1012 Fortune Street
Florence, SC 29501

10. 2 3/4 ounces (77g)

INSTRUCTOR'S KEY FOR CHECKOUT ACTIVITY

1. Correct format, .24 postage
2. Address side of envelope incorrectly prepared
3. Postage .24
4. Postage .13
5. Postage .46
6. Address side of envelope incorrectly prepared
7. Postage .24
8. Postage .13
9. Postage .24
10. Address side of envelope incorrectly prepared

ANSWER SHEET

FOR

CHECK–OUT ACTIVITY

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____